Hello 21st CCLC Directors, Coordinators, and Staff,

• First, E-GRANT APPLICATION DATES:

Thank you for your patience waiting for the E-grants system to open. You should have all the materials you need to complete your applications. Once E-grants opens, you can copy/paste the information in to the application. Although we are not certain the system will be up and running by April 24th , the tentative date for completing the competitive grant applications is May 24th , 2012.

Continuing E-grants applications are encouraged to be completed by the first week in June.

• Second: Year-End reporting information:

YEAR-END REPORTS ARE DUE JULY 1, 2012. ANY REPORTS NOT SUBMITTED ON OR BEFORE JULY 1, 2012 MAY HAVE FUNDS WITHHELD UNTIL THE REPORT IS RECEIVED BY THE OFFICE OF PUBLIC INSTRUCTION (OPI).

It is already nearing the time of year to start thinking about the year-end report. The Social Data Collection will not be required this year. If you feel the data collected within the module has provided you with valuable information for your individual program, continue to collect the data.

Please complete the following tasks in the OSTLMS system by July 1,

Progress Monitor/Teacher Survey (**MUST be completed by May 18, 2012, before school is released for the summer**)
Attendance through the last day of programming
Add/Edit Staffing
Verify last Day of Programming in Typical Operations
Close out Objectives: **INCLUDING answers to Questions:** (See questions on attached instructions)
Roll-over Partners
Answer the Year-end Review Questions (**CONSORTIUMS: Each Center/program MUST submit answers to the review questions**)
Close Courses
Close Special Events

Year-end Reporting

Add/Edit Staffing

1. On **Home** page, click on **Manage Sites and Centers**

2. Under **Location Name**, to right of Center Name, click on **Edit Center**

3. On top of the **CENTER INFORMATION** page, click on **Add – Edit Staffing**

4. On **STAFFING INFORMATION** page, in text box next to **Program Year**, click on drop-down arrow and choose current program year

5. Enter number of staff members next to <u>each</u> **Type of Staff Member** for both **School Year** and **Summer Program**.

    Enter **Paid/Volunteer** staffing for **School Year and Summer Program**

6. Enter **Number of Paid Staff who are not paid by 21st CCLC Grant funds:**

7. Enter **the number of paid staff that regularly staffed the center during the reporting period who left the program and were replaced during the reporting period with a new staff person:**

8. Optional: Add comments relating to staff at the center

9. Click **Update**

Year-end Reporting, Continued

Objectives

(At year-end, the current year's objectives must be closed out.)

Year-end Close of Objectives:

1. On Home page, click on **Manage Sites and Centers** icon

2. Under **Site Name**, click on the **Edit Site**

3. Under **ADD SITE INFORMATION**, click on **Add/Edit Objectives**

4. **Scroll down to objectives at bottom of the page**

5. **For each objective, click Edit**

6. In text box next to **Comments:,** answer the questions below

    a. Met the Objective? How? What made it successful? How has this objective benefited the program in its path to fulfilling the 21st CCLC goals?

    b. Did not meet the Objective? Why? What were the barriers? What could the program do to help meet the objective in the following year? Will the objective be edited?

Roll-over Partners

(Roll-over any current year partners that will be utilized in the next program year.)

1. On the **Home** page, click on the **Manage Sites and Centers** icon

2. To the right of the Site Name, click on **Edit Site**

3. On the top of the page, in the middle, click on **Add-Edit Partners**

4. Scroll to bottom of page. Click inside each text box in front of next year's continuing partners.

5. Click on **Roll Partner(s) into next Program year**

Year-end Reporting, Continued

Review Questions
(**Note**: Consortiums must have responses to the questions from each center, however, only Site Directors have access to questions in the database.)

1. On the **Home** page, click on **Manage Sites and Centers** icon
2. Under **Site Name**, click on **Edit Site**
3. On the top right-hand side of the page, click on **Review Questions**
4. Select the **Program Year**
5. Click **Create New** radio button
6. Click **Go**
7. Next to **Session:** click on drop-down arrow and select **End Year**
8. Compose and **save** the narratives in **Word**
9. Copy/paste narratives into the text fields in OSTLMS
10. Once all narratives have been entered, click **Insert** at the bottom of the page

NOTE: If computer will be inactive for more than 20 minutes, click **Insert** to save before leaving station.

    a. To complete/edit questions, follow instructions 1-4, then

    b. Click **Completed/In Progress**

    c. Click **Go**

    d. Click **Edit** to the right of **End Year**

    e. Continue with instructions 8-10

Year-end Reporting, Continued

Social Data Reporting

(Optional)

1. Click on **Social Data** icon

2. On the Social Data Information page, click on drop-down arrows to enter:

   a. Site:

   b. Center:

   c. Year:

3. Click on:

   a. **<u>List Students</u>** –print two copies of this list and close window (this includes all enrolled students)

   b. Click **Social Data Collection Sheet** icon (This sheet can be pulled up either as a Word document or a PDF)- print two copies of this document (found on page 29)

4. Present the copies to:

   a. the School Resource Officer (SRO), or whoever collects the behavioral and/or substance juvenile offences data at your school. That person only fills in the information at the top of the Social Data Collection Sheet that refers to **behavioral and Substance Abuse offenses**.

   b. the person who records discipline referrals at your school. That person only fills in the information at the bottom of the Social Data Collection Sheet that specifies **Discipline Referrals.**

5. To enter information collected, on **Home** page, click on **Social Data**

6. On the Social Data Information page, click on drop-down arrows to enter:

   a. Site:

   b. Center:

   c. Year:

7. Click on **Open Form**

Year-end Reporting, Continued

8. Enter "**Number of students in school(s) and grade levels associated to** *Your Center*" (The schools and grade levels served at this center are listed at the top of the page. The total school(s) population(s) needs to be added together and entered here. **NOTE:** This is the school enrollment population served by the Afterschool program.

9. Enter the data from the completed **Montana 21ˢᵗ CCLC Social Data Collection** sheet in to the appropriate text boxes

   a. <u>Juvenile Offenses</u>

      i. Behavior Related

      ii. Substance related

   b. <u>Discipline Referrals</u>.

10. Click **Update**

11. To pull up a report, on the Social Data Information page, click on **<u>Go to Reports</u>**

12. Click on drop-down arrows to enter:

   a. Site:

   b. Center:

   c. Year:

13. Click on **Submit**

Social Data Collection Form

Montana 21st CCLC

Social Data Collection

The data collected below will be entered into the 21st Century Community Learning Centers (CCLC) Management System providing an enhanced understanding of the social impact of the after-school programs sponsored by the 21st CCLC. Please report the number of students committing behavioral and substance abuse offenses and having discipline referrals. In addition, please review the attached list of 21st Century students and enter the number of participants committing behavioral and substance abuse offenses and having discipline referrals. Please note the definitions for all three categories below.

Year:

School:

Report the number of students with behavioral and/or substance abuse offenses which are documented in the School Discipline Codes/Expulsion Suspension Report.

School Related Data (for all students enrolled in a school):

Number of students committing **behavioral offenses** (disruptive behavior, offenses against property, offenses against persons, fighting, weapons, felonies, etc.) during the year: _____ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

Number of students committing **substance abuse offenses** (drugs, alcohol, and tobacco) during the year: _____ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

21st CCLC Related Data (for those students enrolled in an afterschool program)

From the attached list of 21st CCLC students, enter the number of students committing **behavioral offenses** (fighting, assault, battery, harassment, vandalism, theft, etc.) during the year: _____ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

From the attached list of 21st CCLC students, enter the number students committing **substance abuse offenses** (drugs, alcohol, and tobacco) during the year: _____ (These are the same offenses used in the School Discipline Codes/Expulsion Suspension Report.)

Discipline Referrals occur during the school day or during an afterschool program in which a principal, teacher, or other school personnel has handled the event. **Do not** double count. If a student commits an offense, which is counted in the report above, **do not** report the student below for that offense.

Number of all students receiving discipline referrals during the year:_____

Number of 21st CCLC students receiving discipline referrals during the year:_____

We appreciate your assistance. Thank you.

Please return to _____   by _____

Denise Juneau, Superintendent • Montana Office of Public Instruction • www.opi.mt.gov

Progress Monitor Directions

The Progress Monitor is only used to crosscheck that the correct current-year School Day Teacher is attached to the correct current-year student, and the current-year lunch type is entered correctly. Enter all attendance for the current year, then:

1. Click **Progress Monitor** on the **Navigation Bar**
2. Next to **Program Year**: click on drop-down arrow and choose **correct year**
3. Next to **Location,** click on the drop-down arrow and select your **Center**
4. Next to **Number of days attended >** enter **30**
5. Click **Search**

On the PROGRESS MONITOR/GRADES GOAL page:

6. When the Students' **Progress Monitor** appears, confirm that the **School Day Teacher** is correct.
7. If the Day Teacher needs to be corrected, click directly on student's name
8. The **Student Information** page will appear.
9. Correct **School Day Teacher Name**
10. Click **Update**
11. Click **Back** button on top of page to go back to Progress Monitor page
12. Continue steps 6-12 as necessary to correct the teacher names for students

Teacher Survey

School Day Teacher-Adding/Editing
All School Day Teachers must be added/edited to the system in order to launch a successful survey. **See New Program-Year Reporting, School Day Teachers-Adding** and **School Day Teachers-Editing** (pages 30-31)

Launch a Survey

1. Open Creating Change
2. Cross-check students attending **30+ days** have the **current year's School Day Teacher Name** entered on their **Student Page**

    Follow Progress Monitor directions, page 46
3. When all 30+ students have been assigned a teacher, under **Administration** tab, click on **Launch Survey**
4. Click the **Distribute** button next to **Teacher Survey**
5. Choose the **Program Year**

If there are more than 40 students attending 30+ days, send surveys by grade level, or no more than 40 at one time, to avoid overloading the school's e-mail system.

6. Next to **Location,** choose the Center
7. Next to **Attendance Days>=** type in **30** (those that appear have 30+ days)
8. Click **Go**
9. Click **Check/Uncheck All** to select all students (a check means the survey will be sent for that student)
10. In **Message body** text box, there is an existing message for teachers. A specific message for the teachers of your regular students may be added.
11. Click **Send Survey**

Check Survey Results

1. On **Home** page, click on **Reports**

2. Click on **Teacher Survey Report**

3. Click on radio button in front of **Center**

4. Click on drop-down arrow and select current **Program Year**

5. Click on drop-down arrow and select the **Site**

6. Click on drop-down arrow and select the **Center**

7. Click **GO**

Close Courses

1. On **Home** page, click on **View Courses**

2. Enter the **Center**

3. Click **Reload**

4. Under School Year Courses, on right-hand side of each row, click on red link, Course End Data

5. A small window will open. For each course:

   a. Enter **Typical Number of Students per Day:**

   b. Enter **Typical number of adult family members per day:** (these are family participants in activities (i.e., Family literacy, parenting classes, etc.; not parents who volunteer for the program)

6. Click Add

7. Repeat instructions 4-6 for every School Year Course and Summer Course

Close Special Events

1. On **Home** page, click on **View Courses**

2. Enter the **Center**

3. Click **Reload**

4. Locate the Special Event (highlighted) under Course Name

Close Special Events, Continued

5. In the same row, click on the **Monthly** attendance link

6. Enter data in to each row

7. Click **UPDATE**